



DEVELOPMENTAL SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEVELOPMENTAL SERVICES, DEPARTMENT OF	RELEASE DATE:	Thursday, September 3, 2015
POSITION TITLE:	DEPUTY DIRECTOR, Developmental Centers Division	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$10,442.00 / Month	BULLETIN ID:	09032015_4

POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director, the incumbent provides executive-level leadership, statewide administration, policy formulation and implementation, and assures quality management and fiscal accountability for the Department's Developmental Centers Division, including the Office of Protective Services. The primary mission of the Developmental Centers Division is the operation of three multifaceted State developmental center facilities and one State-operated community facility, along with associated Headquarters' support units, serving individuals with developmental disabilities. The developmental centers are licensed as General Acute Care Hospitals, Skilled Nursing Facilities and Intermediate Care Facilities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government**

who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or

professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Knowledge of the Department of Developmental Services, including its program, the needs of the citizens it serves and the developmental center and regional center systems.

Excellent management and leadership skills and interpersonal/communication skills to ensure successful performance in an Executive role.

Extensive experience in an executive capacity with responsibility for program administration, policy development and fiscal administration within State government.

Extensive experience in an executive capacity demonstrating effective communications and interactions with legislative members/staff and control agencies such as Department of Finance and Legislative Analyst Office.

Strong management skills, particularly in the area of policy and program direction, and the demonstrated ability to facilitate the establishment of priorities and the accomplishment of work objectives.

Direct experience in the operation and management of highly structured 24-hour care facilities.

Experience with persons with developmental disabilities and/or other populations with special needs being served within a developmental center.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, Developmental Centers Division**, with the **DEVELOPMENTAL SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application/resumé and Statement of Qualifications evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and at least 12 font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEVELOPMENTAL SERVICES, DEPARTMENT OF, Personnel Services Section
1600 9th Street, MS-Q, Sacramento, CA 95814
Peggie McQuillan | 916-322-9335 | peggie.mcquillan@dds.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEVELOPMENTAL SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)